How to Sign Up

Scan the Venmo QR code on the ACT Prep Class Registration form and follow the instructions.

From your phone:

1. **Download their mobile app** on your phone (iOS or Android)
   or

   Venmo does not have a Windows app. You can only send and receive money from the phone apps. You can monitor your account from their website.

2. **Open the Venmo app**

3. **Choose your sign-up method** and create a secure password (between 8 and 32 characters long).

4. **Verify your phone number and email address**

5. **Add and verify your bank account.** You will either enter your credentials for your online bank account (Instant Verification) or your routing and account numbers (Manual Verification).

From your computer:

You can also sign up for Venmo from your computer [here](http://venmo.com/). You can only send and receive money from the phone apps. You can monitor your account from their website.
How to Send Money

1. Open the Venmo app.

2. Tap the "Pay or Request" icon. On iOS it is a feather-shaped icon in the top-right corner of the screen and a hovering button in the bottom-right corner of the Android screen. Doing so opens a list of your Venmo recipients.

3. Select a recipient. Tap the name of the person or organization to whom you want to send money. This will open the payment form with their name filled in. The ID for the ACT Prep Class is @MCCF-ACTreg. You can tap Done when you're finished.

4. Enter an amount. Type in the amount you want to send (The deposit for the ACT Prep Class is $20).
   - Remember to use a decimal point if you're sending change.

5. Add a note. Tap the "What's it for?" text box below your recipient's name, then type in the note (e.g., “ACT Prep for Joe Smith”).
   - Strangely enough, the note isn't optional—you'll need to enter a note before you can send money.
   - Determine who can see your payment. By default, your payments are public, meaning anyone can see your payment details by going to your profile. You can change this by tapping the Public option in the lower-right side of the page and then tapping either Friends (only friends will be able to see the payment) or Private (only you and the recipient will be able to see the payment).

6. Tap Pay. Doing so will send your specified amount of money to the recipient.
   - You should see the name of the recipient and the amount you're sending in the Pay button (e.g., Pay Musk Co Comm Fdtn $20.00).